

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING

November 20, 2014

Members Present: Elizabeth Murphy, Chair
Deborah A.H. Christen, Vice Chair
Caroline Fortin, Member
Paul Doherty, Member
Amaryllis Leet, Member

Also Present: Eugene Capoccia, Secretary
Peter Proulx, Recording Secretary

Resident Participation prior to meeting:

- Should the Community Room be locked. The Executive Director said that if the residents would like, we can keep it locked at all times. We will have Keith unlock the door and lock it when he leaves.
- Parking at back lot – two cars do not pull in all the way because of pine needles; makes it hard for other residents to park safely.

The Vice Chair declared a quorum present and opened the meeting at 6:30 p.m.

Minutes:

Paul Doherty made a motion and Caroline Fortin seconded, to accept the minutes of October 23rd. All in favor, motions passed unanimously.

The Executive Director Report:

- A. Update of a resident that moved to the Leominster Summit Program.
- B. A Lunenburg resident is moving from upstairs to downstairs. The three vacancies will be filled shortly. Rent collection is in very good shape.

Financial Report:

The Executive Director went over the financial report.

- A. He compared the ten month statement to the projected FY15 budget, including a description of the state's budget guidelines/process. DHCD only issued the guidelines on November 14, 2014. Although the guidelines are out, the signature page for the budget is still not available so signatures will be garnered at a future date.
- B. Reserves are just over \$66,000 which is a 71.53% reserve.
- C. The Executive Director then compared the ten month revenue and expenses to the FY15 proposed budget.

Board members asked questions and made comments on Employee Benefits, Insurance and areas that were budgeted more or less than the approved 3%.

The board and the Executive Director discussed the salary and facilities line items. Elizabeth Murphy made a motion to accept the financial report, Paul Doherty seconded and all were in favor, motion passed unanimously.

The Executive Director gave a full report on Net Metering. The Lodestar proposal was explained and the board discussed it. The Executive Director provided a review of the net metering process including the credits that are involved. The Executive Director recommended that the net metering contract does not go over 70% of the annual electric usage. The board discussed the program details. The Executive Director explained that the Lunenburg Housing Authority would be retaining 25% of the savings. The board discussed the land to be used and transmission requirements.

Paul Doherty made a motion to approve the net metering contract with Lodestar. Deborah Christen seconded the motion; all were in favor and the motion passed unanimously.

The Vice Chair presented the following resolutions:

RESOLUTION TO ENTER INTO A CONTRACT
FOR SNOW & ICE REMOVAL

Resolution Number 201407

Whereas: The Lunenburg Housing Authority has requested and received bids for the removal of snow and ice at 131 White Street for the 2014/2015, 2015/2016 and 2016/2017 seasons with an option for an additional 3 season renewal (*see attached list of vendors*) and,

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Directors authorizes the Chairman and the Executive Director to award and enter into said contract with the lowest responsible bidder, Lakeview Nurseries, 308 Electric Avenue, Lunenburg, MA 01462.

RESOLVED, Motion made by Caroline Fortin to authorize the awarding and signing of any and all appropriate documents in connection with the snow and ice removal contract or the 2014/2015, 2015/2016 and 2016/2017 seasons.

SECONDED, Motion was seconded by Paul Doherty and all were in favor.

2015 4001 OPERATING BUDGET
RESOLUTION 201408

WHEREAS: The Lunenburg Housing Authority is required by DHCD to submit an approved 4001 Operating Budget for State-Aided Housing for Fiscal Year 2015 and,

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board authorizes submission of the 4001 Operating Budget for State-Aided Housing for Fiscal Year 2015 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director,

RESOLVED, Motion made by Amaryllis Leet to submit the 2015 Operating Budget for State-Aided Housing of the Lunenburg Housing Authority to the Department of Housing and Community Development.

SECONDED, Paul Doherty seconded the motion, and the motion was passed by a unanimous vote.

The Executive Director explained the Executive Director Screening Committee. Elizabeth Murphy was appointed to the committee.

Deborah Christen made a motion to adjourn the meeting at 7:15 p.m. Caroline Fortin seconded and the meeting was adjourned. The next meeting will be held in January 2015.